



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Accept Bid Proposal for Mail Folding/Inserting Equipment  
for the Finance Department

MEETING DATE: October 21, 1998

PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution to accept the low bid for the lease-purchase of one mail folding/inserting machine from Pitney-Bowes, Inc., Sacramento, in the amount of \$37,106.40.

BACKGROUND INFORMATION: On July 1, 1998, the City Council approved a communication from staff to solicit bids for mail folding/inserting equipment for the Finance Department.

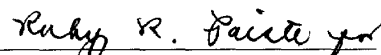
The following bids were received, and opened on July 22.

	<u>Purchase</u>	<u>Lease/Purchase</u>
Pitney-Bowes, Sacramento	\$29,817.66	\$37,106.40
Neopost/Mail Management, Sacramento	\$36,193.48	\$42,258.24

Staff recommends the lease-purchase option from Pitney-Bowes, which will require payment in monthly installments of \$773.05 for 48 months. This option is expected to more easily allow equipment upgrades, in the event an additional station is necessary to handle an increasing number of inserts. Both options include service maintenance for the life of the contract.

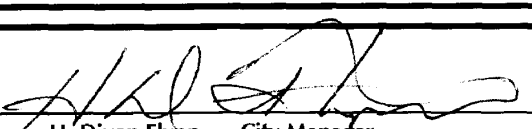
Bid specifications required that bidders provide a demonstration unit to allow staff hands-on trial runs to determine machine capabilities and ease of use. The Pitney-Bowes equipment demonstrated greater speed and flexibility in paper handling than the Neopost, and would require fewer steps in processing special inserts.

FUNDING: 1201 Equipment Replacement Fund  
Cost: \$37,106.40

  
Vicky McAthie, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager

RESOLUTION NO. 98-155

A RESOLUTION OF THE LODI CITY COUNCIL AWARDING THE BID  
FOR THE PURCHASE OF ONE MAIL FOLDING/INSERTING  
MACHINE FOR THE FINANCE DEPARTMENT

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WHEREAS, in answer to notice duly published in accordance with law and the order of this City Council, bids were received and opened on July 22, 1998 for One Mail Folding/Inserting Machine for the Finance Department, described in the specifications, therefore approved by the City Council on July 1, 1998; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager as follows:

<u>Bidder/Location</u>	<u>Purchase</u>	<u>Lease/Purchase</u>
Pitney-Bowes, Sacramento	\$29,817.66	\$37,106.40
Neopost/Mail Management, Sacramento	\$36,193.48	\$42,258.24

WHEREAS, the City Manager recommends award of the bid for the Purchase of One Mail Folding/Inserting Machine for the Finance Department to the low bidder, Pitney-Bowes, Inc., of Sacramento, California; and

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that the award of the bid for the Purchase of One Mail Folding/Inserting Machine for the Finance Department be and the same is hereby awarded to the low bidder, Pitney-Bowes, Inc., of Sacramento, California, in the amount of \$29,817.66.

Dated: October 21, 1998

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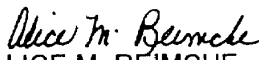
I hereby certify that Resolution No. 98-155 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 21, 1998, by the following vote:

AYES: COUNCIL MEMBERS – Johnson, Land, Mann, Pennino and  
Sieglock (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
ALICE M. REIMCHE  
City Clerk